

# CHECKLIST FOR PROCESSING NEW APPLICATIONS

SERIAL NUMBER 104145

## INSTRUCTIONS:

1. If corrections are required, write notes to examiner or supervisor on the reverse side.
2. Make a checkmark beside each item IF verified.

## REVIEW OF THE NEW CASE

### 1. FACE OF FILE

- 1. Printed and stamped serial numbers match the bar code label.
- 2. Filing Date present
- 3. Class/sub-class present
- 4. Applicant's name present
- 5. Total number of drawings present
- 6. Total number of claims present
- 7. Total number of independent claims present
- 8. Filing fee received
- 9. Mailing Address present
- 10. Title of invention present

### 2. CENTER OF FILE -- PAPERS ARRANGED BOTTOM TO TOP (A - H BELOW)

#### A. DRAWINGS

- 1. None (Go to B)
- 2. Serial number present and correct on each drawing sheet.
- 3. Number of sheets entered on line 1 of Contents

#### B. SMALL ENTITY STATEMENT

- 1. None and not recorded on face of file (Go to C)
- 2. Small Entity Statement present.
- 3. Small Entity Recorded on Face of File

#### C. DECLARATION OR OATH

- 1. Title matches Face of File and Specification
- 2. Declaration Statement Present ("I hereby declare all....")
- 3. "Original and first inventor or inventors..." phrase present.
- 4. "Reviewed and understand the contents of the application, including claims...." phrase present.
- 5. "Acknowledge duty to disclose information in accordance with 1.56(a)...." phrase present.
- 6. Residence, citizenship, post office address of all applicants present.
- 7. Signed by all applicants
- 8. Executed no more than 3 months before filing date.

### D. CLAIMS AS FILED

- 1. PTO 875 present
- 2. PTO 1360 present
- 3. Independent claims circled in Index of Claims
- 4. Line drawn beneath last claim number on Index of Claims

### E. SPECIFICATION

- 1. Serial number present/correct
- 2. Specification in permanent ink
- 3. Brief description of each drawing figure present
- 4. No missing/duplicate pages
- 5. No holes punched in text

### F. ABSTRACT

- 1. No abstract present (Go to G)
- 2. Serial Number present and correct
- 3. Abstract on separate page
- 4. Contains no more than 15 lines
- 5. Contains no more than one paragraph

G. PTO-1556

- 1. PTO-1556 Present

### H. PREAMENDENTS

- 1. None present (Go to I)
- 2. Preamendment entered in Contents of filewrapper
- 3. Amendment instruction to cancel claim(s)
- 4. Claim(s) canceled in Index of Claims
- 5. Amendment instruction to claims
- 6. New independent claims circled on Index of Claims
- 7. Line drawn beneath last new claim number on Index of Claims
- 8. PTO 1360 completed
- 9. PTO 875 completed

I. PTO-948

- 1. PTO-948 present

### J. RIGHT SIDE OF FILE

- 1. PALM File Data Sheet present
- 2. Transmittal letters present
- 3. PTO-875 present
- 4. Miscellaneous papers
- 5. Petition to Make Special Present
- 6. Drawing prints present

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4. FEES

Correct filing fee paid  
 Excess claims fees paid  
    -- a. Excess total claims  
                more than 20  
    -- b. Excess Independent  
                Claims - more than 3  
    -- c. First Multiple  
                Dependent Claim Fee  
                paid.

5. FINAL STEPS

    -- 1. Miscellaneous papers entered  
                in Contents  
    -- 2. Docketed to examiner.

6. NOTES TO SUPERVISOR

1.....  
2.....  
3.....  
4.....  
5.....  
6.....  
7.....  
8.....

7. NOTES TO EXAMINER

1.....  
2.....  
3.....  
4.....  
5.....  
6.....  
7.....  
8.....

8. SIGNATURE OF PREPARED:

*Brian A. Steele*

DATE .....

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